



CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR
THOMAS M. MENINO

EXECUTIVE ORDER
OF
MAYOR THOMAS M. MENINO

An Order Relative to Greening City Building Maintenance & Operations

Whereas, the City of Boston has led by example in demonstrating that environmentally-friendly practices improve public health and the environment, mitigate the threat of climate change, and save taxpayer resources by increasing efficiency;

Whereas, the City of Boston has been an environmental leader both locally and nationally, joining the ICLEI—Cities for Climate Protection campaign, signing the U.S. Mayors Climate Protection Agreement, issuing an action plan to combat climate change, promulgating the first-in-the-nation green building zoning code, establishing higher environmental and energy standards for municipal building projects, and promoting energy efficiency and the increased use of renewable energy;

Whereas, City departments, authorities and commissions have improved the maintenance and operation of public buildings by designing innovative green practices and policies, such as the Boston Public Schools' Green Cleaners Policy, the Boston Public Health Commission's green operations pilot program, and the Boston Housing Authority's new low-toxin integrated pest management plan and green cleaning procurement, which ensure that building maintenance adheres to environmentally-friendly practices, providing healthier learning, working, and living environments, particularly for those with asthma or allergies;

Whereas, the City of Boston's Property & Construction Management Department has instituted a new comprehensive recycling program at Boston City Hall that includes the increased collection of paper, cardboard, plastics and metals, has engaged a new cleaning services contractor that is utilizing green cleaning agents for maintenance of the building, and is installing automatic shut-off systems for lights;

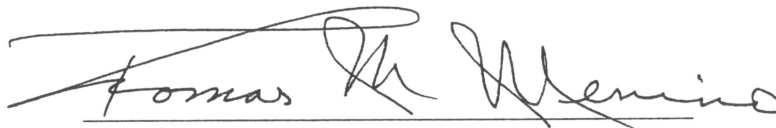
Whereas, the City of Boston's Purchasing Division has already issued specifications for over 25 environmentally preferred products, which has led to the City becoming New England's largest municipal purchaser of both bio-diesel and green power, with over 10% of the City's electricity coming from wind power, and the City's rapid replacement of aging vehicles with hybrid electric automobiles;

Whereas the City of Boston's Management Information Systems Department has implemented a range of innovative resource saving practices including the installation of software that automatically shuts off computers to save energy, and has set wider default print margins as part of the "Change the Margins" campaign to save paper; and,

Whereas the City of Boston wants to ensure all its departments use the most environmentally friendly maintenance and operations practices feasible;

NOW, THEREFORE, pursuant to the authority vested in me as chief executive officer of the City of Boston by St. 1948, c. 452, § 11, and every other power hereto enabling, I hereby order and direct as follows:

1. All City of Boston departments adhere to the City's new Green Cleaning Policy both for all City-managed building maintenance programs and for any new contracted maintenance services. This policy will help ensure that City buildings are healthy, safe and clean environments for employees and constituents and will advance the City's overall agenda to make Boston a more environmentally sustainable city;
2. Within 60 days, the City of Boston Purchasing Agent and the Chief of Public Property, in consultation with City departments, shall publish Environmentally Preferable Procurement guidelines covering all goods and services purchased for building maintenance and operations, and I further direct that all City departments shall adhere to these guidelines. The Environmentally Preferable Procurement guidelines will help conserve natural resources, minimize pollution, improve the work environment, reduce materials put into landfills, support the green economy and encourage manufacturers and vendors to reduce environmental impacts in their production, distribution, and service delivery systems;
3. All City departments shall seek to expand recycling programs in both all municipal buildings and new cleaning services contracts to encourage an increase in paper recycling and to incorporate cardboard, plastic and metal collection systems where feasible;
4. Within 60 days, the City of Boston Chief Information Officer, in consultation with City departments, shall issue a Green Information Technology Roadmap to further reduce municipal consumption of energy, paper and other resources, and reduce the amount of electronic components entering into our waste stream, and support other City departments' efficiency efforts; and,
5. The City will establish a Green Operations Coordinating Committee, under the leadership of the Chief of Environmental & Energy Services, that shall include representatives of relevant City departments, to oversee implementation of this executive order and to develop additional measures to reduce municipal consumption of energy and other resources, reduce the volume and toxicity of the municipal waste stream, and increase efficiency of municipal operations.



Thomas M. Menino
Mayor of Boston

Dated:

7/3/08

City of Boston Green Cleaning Policy

Draft For Comment & Distribution

Pursuant to Mayor Thomas M. Menino's Executive Order Relative to Greening City Building Maintenance and Operations and Executive Order Relative to Climate Action, the City of Boston Purchasing Division and the Property & Construction Management Department have established the City of Boston Green Cleaning Policy. This Green Cleaning Policy has been developed in consultation with relevant City departments to help ensure that City buildings are healthier, safer and cleaner environments for employees and constituents, and to advance the Mayor's overall agenda to make Boston a more environmentally sustainable City. Under this Green Cleaning Policy, the City and its agents will comply with the following:

- a) Purchase and provide only "green" or environmentally friendly cleaning products, including, but not limited to, glass cleaners, neutral cleaners and general purpose cleaners, provided that such products meet the necessary specifications of the proposed function and are cost effective, and further require that all cleaning service and related contractors working in municipal buildings adhere to the same requirement.
- b) Vendors of environmentally friendly products, and cleaning service contractors, must provide documentation that their products meet Green Seal Environmental Standard (GS37) for General Purpose, Bathroom, Glass, and Carpet cleaners used for Industrial and Institutional Purposes or any equivalent standards officially recognized by the City's Purchasing Agent in consultation with the Chief of Environmental and Energy Services and the Commissioner of the Boston Public Health Commission.
- c) The use of the current stock of cleaning supplies shall be phased out and replaced by the use of only Green Seal (GS 37) or other City-approved green products. Automatic mixing systems may be installed, where necessary, to ensure proper use (i.e. usage at appropriate strengths) of cleaning compounds.
- d) The practice of burnishing floor surfaces will be employed, where applicable, to reduce the use of potentially irritating cleaning and stripping compounds. Any necessary floor stripping and waxing will be performed during non-business hours.
- e) Use of disinfectants for cleaning shall be limited to food contact surfaces and the clean-up of biological wastes. All disinfectants must be premixed, registered by the U.S. Environmental Protection Agency, and have a Hazardous Materials Identification System (HMIS) rating of 2 or less.
- f) City, vendor and contractor cleaning staff shall be trained in the safe and proper use of all cleaning products and equipment and relevant hazard communications to be able to appropriately and safely adhere to the Green Cleaning Policy.

This policy covers all municipal buildings maintained by the City of Boston and is applicable to City personnel as well as new contracts for cleaning products and services of the City. City staff, contractors and vendors shall review the policy and may request additional information and training as required. This policy will be reviewed and updated at least annually in consultation with the Green Operations Coordinating Committee.